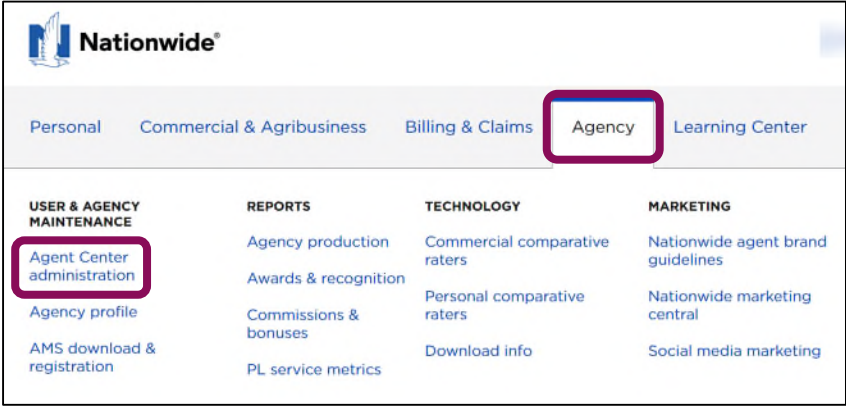
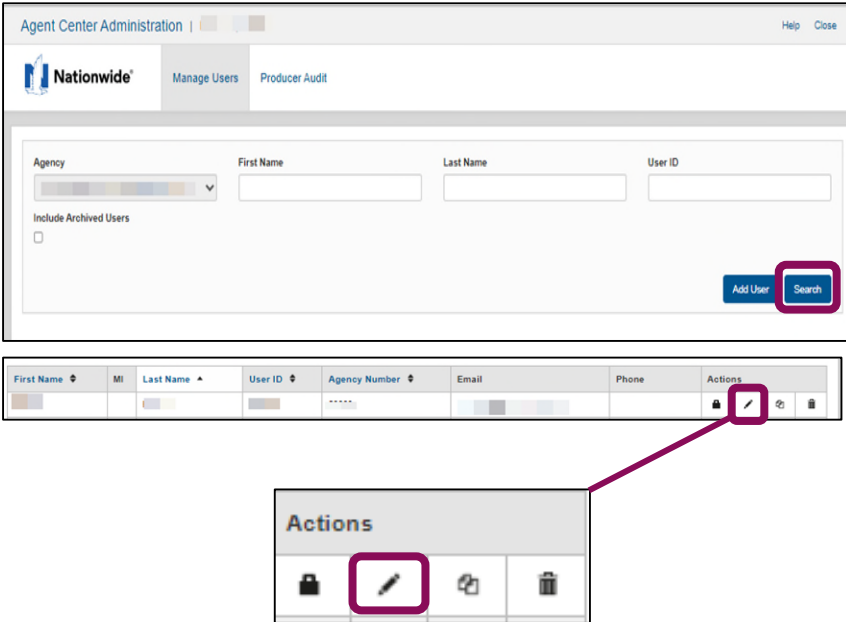


Grant Producer Access Using Agent Center



If you have Agent Center Administrative rights, you can grant a producer in your agency access by following these simple steps below.

| Step 1 | |
|---|--|
| Action | Screen |
| Within Agent Center, choose the “Agency” tab and select “Agent Center administration”. |  |
| Step 2 | |
| Action | Screen |
| Within “Manage Users”, search all users within your agency. Locate the pencil icon next to the person’s name to begin editing. |  |

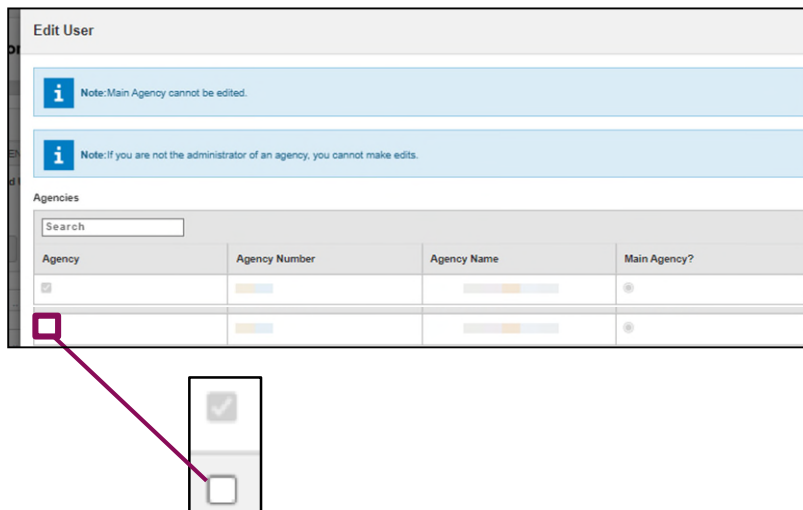
Step 3

Action

The user can now be edited.

Add the other agency code(s) by selecting the box next to the code.

Screen



Step 4

Action

To add additional access for producers, select which items you want to grant them access.

For Commission access, you must grant the following:

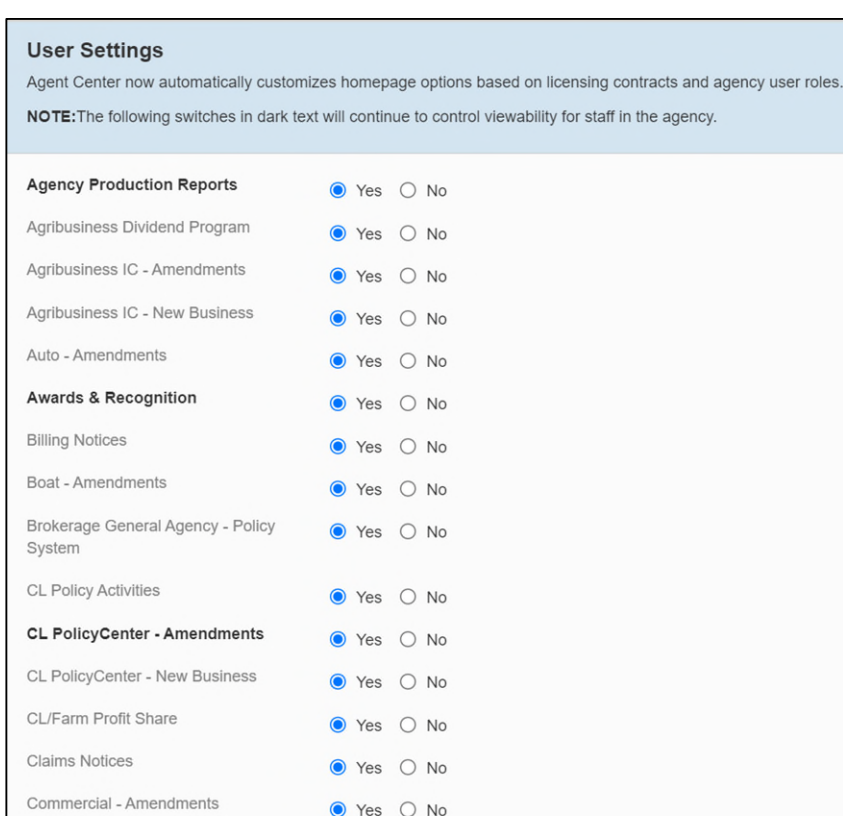
- Agency Production Reports
- Commission Statements – Historical
- Compensation Statements – 2019 Forward
- CI/Farm Profit Share
- PL Variable Compensation

*The above accesses should only be granted to users entrusted as Admins as access to these reports will result in the user being given Admin status and the ability to discuss the agency's compensation with Nationwide.

Change the needed information and select "Submit" when finished.

Note: Images for this step continue on the next page.

Screen



Step 4 (cont'd)

Action

Screen

Note: Continued image

Edit User

Commercial - New Business ☒ Yes ☐ No

Commission Statements - Historical ☒ Yes ☐ No

Compensation Statements - 2019 Forward ☒ Yes ☐ No

Dwelling - Amendments ☒ Yes ☐ No

eLibrary ☒ Yes ☐ No

Home - Amendments ☒ Yes ☐ No

Inquiry ☒ Yes ☐ No

Loss Activity ☒ Yes ☐ No

Motorcycle - Amendments ☒ Yes ☐ No

PL Policy Activities ☒ Yes ☐ No

PL PolicyCenter - Amendments ☒ Yes ☐ No

PL PolicyCenter - New Business ☒ Yes ☐ No

PL Service Metrics ☐ Yes ☒ No

PL Variable Compensation ☒ Yes ☐ No

Reference Connect ☒ Yes ☐ No

RV - Amendments ☒ Yes ☐ No

Surety & Fidelity - Bonds ☒ Yes ☐ No

*Agent Update States:

- | | | |
|---|--|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Alaska | <input type="checkbox"/> Arizona |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> California | <input type="checkbox"/> Colorado |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> Delaware | <input type="checkbox"/> District of Columbia |
| <input type="checkbox"/> Florida | <input type="checkbox"/> Georgia | <input type="checkbox"/> Hawaii |
| <input type="checkbox"/> Idaho | <input checked="" type="checkbox"/> Illinois | <input type="checkbox"/> Indiana |
| <input type="checkbox"/> Iowa | <input type="checkbox"/> Kansas | <input type="checkbox"/> Kentucky |
| <input type="checkbox"/> Louisiana | <input type="checkbox"/> Maine | <input type="checkbox"/> Maryland |
| <input type="checkbox"/> Massachusetts | <input type="checkbox"/> Michigan | <input type="checkbox"/> Minnesota |
| <input type="checkbox"/> Mississippi | <input type="checkbox"/> Missouri | <input type="checkbox"/> Montana |
| <input type="checkbox"/> Nebraska | <input type="checkbox"/> Nevada | <input type="checkbox"/> New Hampshire |
| <input type="checkbox"/> New Jersey | <input type="checkbox"/> New Mexico | <input type="checkbox"/> New York |
| <input type="checkbox"/> North Carolina | <input type="checkbox"/> North Dakota | <input type="checkbox"/> Ohio |
| <input type="checkbox"/> Oklahoma | <input type="checkbox"/> Oregon | <input type="checkbox"/> Pennsylvania |
| <input type="checkbox"/> Rhode Island | <input type="checkbox"/> South Carolina | <input type="checkbox"/> South Dakota |
| <input type="checkbox"/> Tennessee | <input type="checkbox"/> Texas | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Vermont | <input type="checkbox"/> Virginia | <input type="checkbox"/> Washington |
| <input type="checkbox"/> West Virginia | <input type="checkbox"/> Wisconsin | <input type="checkbox"/> Wyoming |

Step 5

Action

A confirmation message will display.

- If the user is already logged in, the user will need to log out and begin a new session for the modifications to take effect.
- Edits to user information will display immediately upon login.
- Edits to access may not be immediate if IT fulfillment must be processed.

By accepting a copy of these materials:

(1) I agree that I am either: (a) an employee or Contractor working for Nationwide Mutual Insurance Company or one of its affiliates or subsidiaries ("Nationwide"); or (b) an Independent Sales Agent who has a contract and valid appointment with Nationwide; or (c) an employee of or an independent contractor retained by an Independent Sales Agent; or (d) an Independent Adjuster who has a contract with Nationwide; or (e) an employee of or an independent contractor retained by an Independent Adjuster.

(2) I agree that the information contained in this training presentation is confidential and proprietary to Nationwide and may not be disclosed or provided to third parties without Nationwide's prior written consent.

(3) I acknowledge that: (i) certain information contained in this training presentation may be applicable to licensed individuals only and access to this information should not be construed as permission to perform any functions that would require a license; and (ii) I am responsible for acting in accordance with all applicable laws and regulations.

(4) I agree that I will return or destroy any material provided to me during this training, including any copies of such training material, when or if any of the following circumstances apply: (a) my Independent Sales Agent agreement with Nationwide is cancelled or I no longer hold any appointments with Nationwide; (b) my employment with or contract with a Nationwide Independent Sales Agent is terminated; (c) my Independent Adjuster contract with Nationwide is terminated; (d) my employment with or contract with a Nationwide Independent Adjuster is terminated; or (e) my employment or contract with Nationwide is terminated for any reason.